



User Guide: OLM for Managers and Supervisors

Purpose

Through Oracle Learning Management (OLM), Managers and Supervisors have immediate and direct access to the learning records for their direct reports and indirect reports within their reporting hierarchy. It also provides greater capability to create workforce development plans based on department, unit, or position type; and is a tool for incorporating individual employee development into the annual performance planning process.

This guide provides step-by-step instructions for Managers and Supervisors to access Direct Report Training Records. Below is a list of actions which may be taken by a Supervisor. Clicking on the title below will take you directly to the instructions for that function.

- [Access Direct Report Learner Home](#)
- [Enroll a Direct Report in a Class](#)
- [Cancel a Direct Report's Enrollment in a Class](#)
- [Print a Transcript for a Direct Report](#)

Additional Information

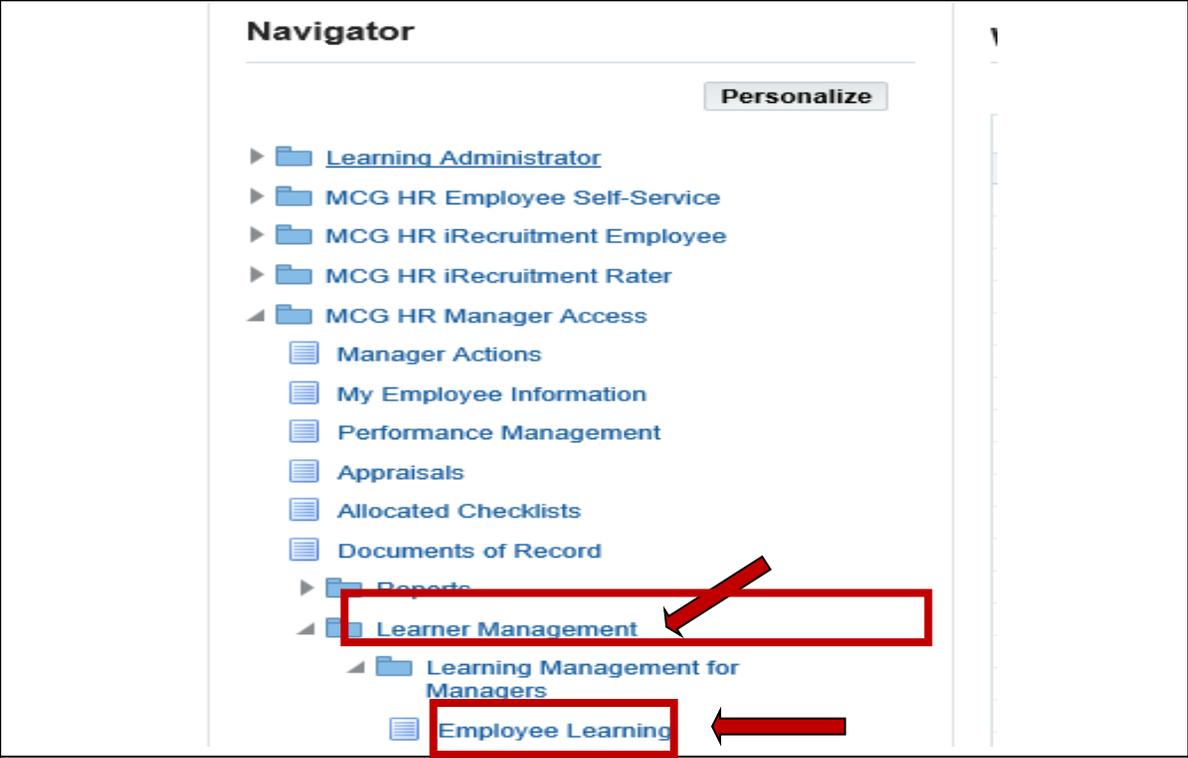
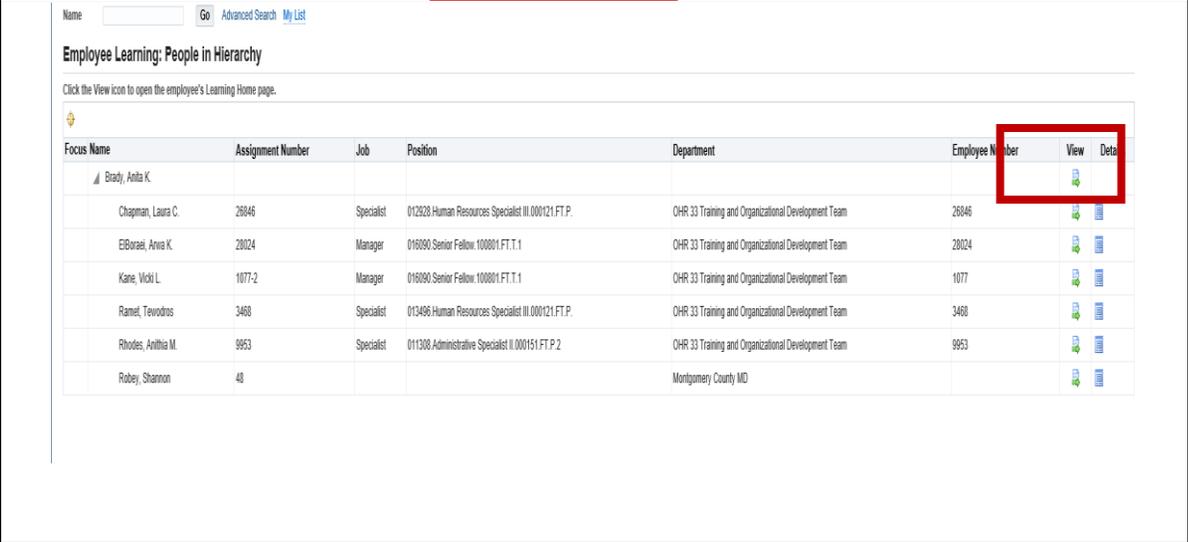
When we use "**employees**" or "**direct reports**" we are referring to staff members who are **employed by** Montgomery County Government. Oracle cannot provide supervisors with access to training records for Contractors, Volunteers or Interns. However, you may request information from the OHR Training and Organizational Development Division (see below).

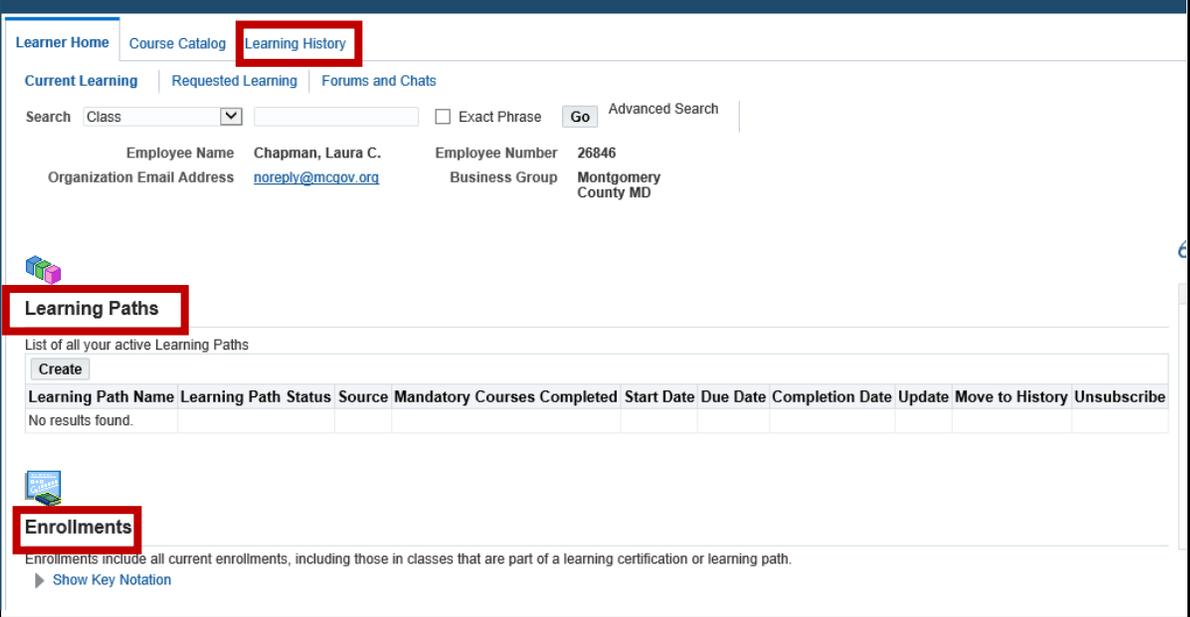
Questions

If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.

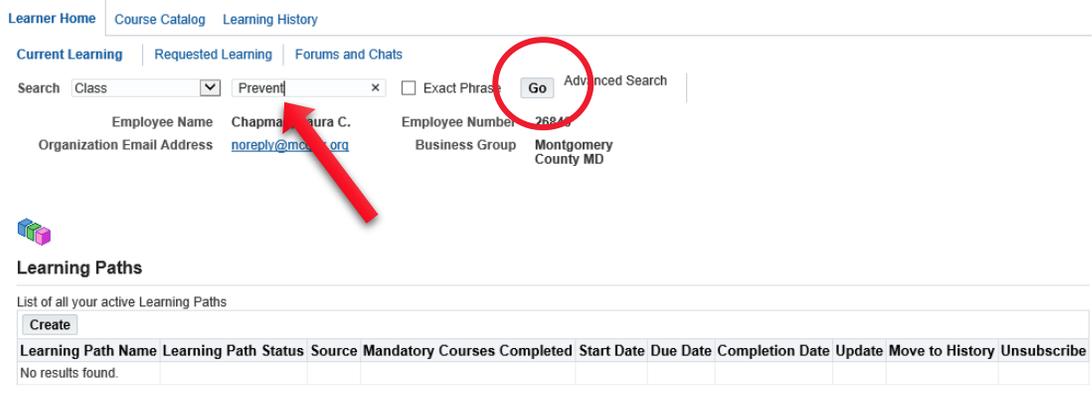
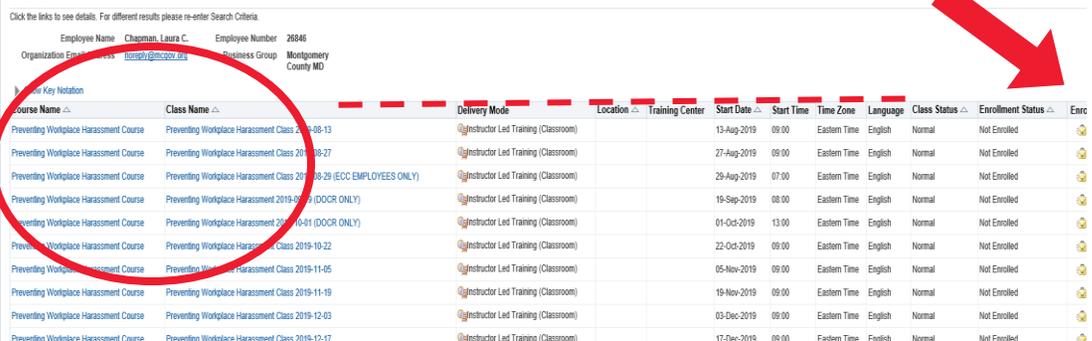
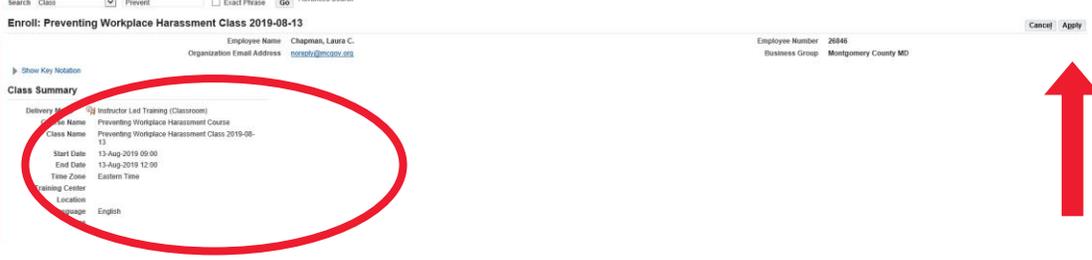
Access Direct Report Learner Home

Step	Action	
1.	<p>Go to the AccessMCG ePortal: https://eportal.montgomerycountymd.gov.</p> <p>Enter your MCG Network user name and password.</p> <ul style="list-style-type: none"> Click Log in. 	
2.	<p>The ePortal menu will open.</p> <p>Click Go to Oracle eBusiness,</p> <ul style="list-style-type: none"> The eBusiness Suite Page will open. 	
3.	<p>Click on MCG HR Manager Access.</p>	

Step	Action																																																																	
4.	Click Learner Management and Employee Learning respectively	 <p>The screenshot shows a 'Navigator' sidebar with a 'Personalize' button at the top. The menu items are: Learning Administrator, MCG HR Employee Self-Service, MCG HR iRecruitment Employee, MCG HR iRecruitment Rater, MCG HR Manager Access (expanded), Manager Actions, My Employee Information, Performance Management, Appraisals, Allocated Checklists, Documents of Record, Reports, Learner Management (highlighted with a red box and arrow), Learning Management for Managers, and Employee Learning (highlighted with a red box and arrow).</p>																																																																
5.	<p>The Employee's Learning will open</p> <p>Click the View icon (the green button) to open the employee's Learning Home page</p>	 <p>The screenshot shows the 'Employee Learning: People in Hierarchy' page. It includes a search bar and a table of employees. The 'View' icon (a green button) for the first row is highlighted with a red box.</p> <table border="1" data-bbox="898 992 1976 1284"> <thead> <tr> <th>Focus Name</th> <th>Assignment Number</th> <th>Job</th> <th>Position</th> <th>Department</th> <th>Employee Number</th> <th>View</th> <th>Data</th> </tr> </thead> <tbody> <tr> <td>Erady, Anita K.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Chapman, Laura C.</td> <td>26046</td> <td>Specialist</td> <td>012928 Human Resources Specialist III.000121.FT.P.</td> <td>OHR 33 Training and Organizational Development Team</td> <td>26046</td> <td></td> <td></td> </tr> <tr> <td>EBoraei, Anvia K.</td> <td>28024</td> <td>Manager</td> <td>016090.Senior Fellow.100801.FT.T.1</td> <td>OHR 33 Training and Organizational Development Team</td> <td>28024</td> <td></td> <td></td> </tr> <tr> <td>Kane, Vicki L.</td> <td>1077-2</td> <td>Manager</td> <td>016090.Senior Fellow.100801.FT.T.1</td> <td>OHR 33 Training and Organizational Development Team</td> <td>1077</td> <td></td> <td></td> </tr> <tr> <td>Ramel, Tevodos</td> <td>3488</td> <td>Specialist</td> <td>012486 Human Resources Specialist III.000121.FT.P.</td> <td>OHR 33 Training and Organizational Development Team</td> <td>3488</td> <td></td> <td></td> </tr> <tr> <td>Rhodes, Anithia M.</td> <td>9953</td> <td>Specialist</td> <td>011308 Administrative Specialist II.000151.FT.P.2</td> <td>OHR 33 Training and Organizational Development Team</td> <td>9953</td> <td></td> <td></td> </tr> <tr> <td>Robey, Shannon</td> <td>48</td> <td></td> <td></td> <td>Montgomery County MD</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Focus Name	Assignment Number	Job	Position	Department	Employee Number	View	Data	Erady, Anita K.								Chapman, Laura C.	26046	Specialist	012928 Human Resources Specialist III.000121.FT.P.	OHR 33 Training and Organizational Development Team	26046			EBoraei, Anvia K.	28024	Manager	016090.Senior Fellow.100801.FT.T.1	OHR 33 Training and Organizational Development Team	28024			Kane, Vicki L.	1077-2	Manager	016090.Senior Fellow.100801.FT.T.1	OHR 33 Training and Organizational Development Team	1077			Ramel, Tevodos	3488	Specialist	012486 Human Resources Specialist III.000121.FT.P.	OHR 33 Training and Organizational Development Team	3488			Rhodes, Anithia M.	9953	Specialist	011308 Administrative Specialist II.000151.FT.P.2	OHR 33 Training and Organizational Development Team	9953			Robey, Shannon	48			Montgomery County MD			
Focus Name	Assignment Number	Job	Position	Department	Employee Number	View	Data																																																											
Erady, Anita K.																																																																		
Chapman, Laura C.	26046	Specialist	012928 Human Resources Specialist III.000121.FT.P.	OHR 33 Training and Organizational Development Team	26046																																																													
EBoraei, Anvia K.	28024	Manager	016090.Senior Fellow.100801.FT.T.1	OHR 33 Training and Organizational Development Team	28024																																																													
Kane, Vicki L.	1077-2	Manager	016090.Senior Fellow.100801.FT.T.1	OHR 33 Training and Organizational Development Team	1077																																																													
Ramel, Tevodos	3488	Specialist	012486 Human Resources Specialist III.000121.FT.P.	OHR 33 Training and Organizational Development Team	3488																																																													
Rhodes, Anithia M.	9953	Specialist	011308 Administrative Specialist II.000151.FT.P.2	OHR 33 Training and Organizational Development Team	9953																																																													
Robey, Shannon	48			Montgomery County MD																																																														

Step	Action	
6.	<p data-bbox="262 139 533 172">Learning Home page.</p> <p data-bbox="262 212 489 245">Here you can view:</p> <ul data-bbox="262 285 783 586" style="list-style-type: none"> <li data-bbox="262 285 783 358">• Training records back to April 2013 by clicking the Learning History Tab. <li data-bbox="262 399 783 472">• Learning Paths the employee is subscribed to. <li data-bbox="262 513 783 586">• Recent training and enrollment status of each class. 	 <p>The screenshot shows the 'Learning Home' page with the 'Learning History' tab selected. Below the navigation tabs, there is a search bar and a user profile for Laura C. Chapman. The 'Learning Paths' section is highlighted with a red box and shows a table with no results. The 'Enrollments' section is also highlighted with a red box and includes a 'Show Key Notation' link.</p>

Enroll a Direct Report in a Class

Step	Action																																																																																																																																					
1.	Access the Direct Report's Learner Home as described above – See Access Direct Report Learner Home .																																																																																																																																					
2.	<p>Once on the Learner Home Page:</p> <p>Enter in the Search box, only one word from the class title.</p> <ul style="list-style-type: none"> In this example, we are searching for <i>Preventing Workplace Harassment</i>, so we typed the word, “prevent” in the Search box. Click Go. 																																																																																																																																					
3.	<p>A list of classes will open.</p> <p>Locate the class you want.</p> <ul style="list-style-type: none"> Click on the Enroll button at the far right. 	 <table border="1"> <thead> <tr> <th>Course Name</th> <th>Class Name</th> <th>Delivery Mode</th> <th>Location</th> <th>Training Center</th> <th>Start Date</th> <th>Start Time</th> <th>Time Zone</th> <th>Language</th> <th>Class Status</th> <th>Enrollment Status</th> <th>Enroll</th> </tr> </thead> <tbody> <tr> <td>Preventing Workplace Harassment Course</td> <td>Preventing Workplace Harassment Class 2019-08-13</td> <td>Instructor Led Training (Classroom)</td> <td></td> <td></td> <td>13-Aug-2019</td> <td>09:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td>Enroll</td> </tr> <tr> <td>Preventing Workplace Harassment Course</td> <td>Preventing Workplace Harassment Class 2019-08-27</td> <td>Instructor Led Training (Classroom)</td> <td></td> <td></td> <td>27-Aug-2019</td> <td>09:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td>Enroll</td> </tr> <tr> <td>Preventing Workplace Harassment Course</td> <td>Preventing Workplace Harassment Class 2019-08-29 (ECC EMPLOYEES ONLY)</td> <td>Instructor Led Training (Classroom)</td> <td></td> <td></td> <td>29-Aug-2019</td> <td>07:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td>Enroll</td> </tr> <tr> <td>Preventing Workplace Harassment Course</td> <td>Preventing Workplace Harassment 2019-09-19 (DOCR ONLY)</td> <td>Instructor Led Training (Classroom)</td> <td></td> <td></td> <td>19-Sep-2019</td> <td>08:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td>Enroll</td> </tr> <tr> <td>Preventing Workplace Harassment Course</td> <td>Preventing Workplace Harassment 2019-09-01 (DOCR ONLY)</td> <td>Instructor Led Training (Classroom)</td> <td></td> <td></td> <td>01-Oct-2019</td> <td>13:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td>Enroll</td> </tr> <tr> <td>Preventing Workplace Harassment Course</td> <td>Preventing Workplace Harassment Class 2019-10-22</td> <td>Instructor Led Training (Classroom)</td> <td></td> <td></td> <td>22-Oct-2019</td> <td>09:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td>Enroll</td> </tr> <tr> <td>Preventing Workplace Harassment Course</td> <td>Preventing Workplace Harassment Class 2019-11-05</td> <td>Instructor Led Training (Classroom)</td> <td></td> <td></td> <td>05-Nov-2019</td> <td>09:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td>Enroll</td> </tr> <tr> <td>Preventing Workplace Harassment Course</td> <td>Preventing Workplace Harassment Class 2019-11-19</td> <td>Instructor Led Training (Classroom)</td> <td></td> <td></td> <td>19-Nov-2019</td> <td>09:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td>Enroll</td> </tr> <tr> <td>Preventing Workplace Harassment Course</td> <td>Preventing Workplace Harassment Class 2019-12-03</td> <td>Instructor Led Training (Classroom)</td> <td></td> <td></td> <td>03-Dec-2019</td> <td>09:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td>Enroll</td> </tr> <tr> <td>Preventing Workplace Harassment Course</td> <td>Preventing Workplace Harassment Class 2019-12-17</td> <td>Instructor Led Training (Classroom)</td> <td></td> <td></td> <td>17-Dec-2019</td> <td>09:00</td> <td>Eastern Time</td> <td>English</td> <td>Normal</td> <td>Not Enrolled</td> <td>Enroll</td> </tr> </tbody> </table>	Course Name	Class Name	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll	Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-08-13	Instructor Led Training (Classroom)			13-Aug-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll	Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-08-27	Instructor Led Training (Classroom)			27-Aug-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll	Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-08-29 (ECC EMPLOYEES ONLY)	Instructor Led Training (Classroom)			29-Aug-2019	07:00	Eastern Time	English	Normal	Not Enrolled	Enroll	Preventing Workplace Harassment Course	Preventing Workplace Harassment 2019-09-19 (DOCR ONLY)	Instructor Led Training (Classroom)			19-Sep-2019	08:00	Eastern Time	English	Normal	Not Enrolled	Enroll	Preventing Workplace Harassment Course	Preventing Workplace Harassment 2019-09-01 (DOCR ONLY)	Instructor Led Training (Classroom)			01-Oct-2019	13:00	Eastern Time	English	Normal	Not Enrolled	Enroll	Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-10-22	Instructor Led Training (Classroom)			22-Oct-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll	Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-11-05	Instructor Led Training (Classroom)			05-Nov-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll	Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-11-19	Instructor Led Training (Classroom)			19-Nov-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll	Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-12-03	Instructor Led Training (Classroom)			03-Dec-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll	Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-12-17	Instructor Led Training (Classroom)			17-Dec-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll
Course Name	Class Name	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll																																																																																																																											
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-08-13	Instructor Led Training (Classroom)			13-Aug-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll																																																																																																																											
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-08-27	Instructor Led Training (Classroom)			27-Aug-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll																																																																																																																											
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-08-29 (ECC EMPLOYEES ONLY)	Instructor Led Training (Classroom)			29-Aug-2019	07:00	Eastern Time	English	Normal	Not Enrolled	Enroll																																																																																																																											
Preventing Workplace Harassment Course	Preventing Workplace Harassment 2019-09-19 (DOCR ONLY)	Instructor Led Training (Classroom)			19-Sep-2019	08:00	Eastern Time	English	Normal	Not Enrolled	Enroll																																																																																																																											
Preventing Workplace Harassment Course	Preventing Workplace Harassment 2019-09-01 (DOCR ONLY)	Instructor Led Training (Classroom)			01-Oct-2019	13:00	Eastern Time	English	Normal	Not Enrolled	Enroll																																																																																																																											
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-10-22	Instructor Led Training (Classroom)			22-Oct-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll																																																																																																																											
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-11-05	Instructor Led Training (Classroom)			05-Nov-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll																																																																																																																											
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-11-19	Instructor Led Training (Classroom)			19-Nov-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll																																																																																																																											
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-12-03	Instructor Led Training (Classroom)			03-Dec-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll																																																																																																																											
Preventing Workplace Harassment Course	Preventing Workplace Harassment Class 2019-12-17	Instructor Led Training (Classroom)			17-Dec-2019	09:00	Eastern Time	English	Normal	Not Enrolled	Enroll																																																																																																																											
4.	<p>The Class Summary page will open.</p> <p>Review the Enrollment details.</p> <ul style="list-style-type: none"> Click Apply. 	 <p>Enroll: Preventing Workplace Harassment Class 2019-08-13</p> <p>Employee Name: Chapman, Laura C. Employee Number: 26846 Organization Email Address: noreply@mcgov.org Business Group: Montgomery County MD</p> <p>Class Summary</p> <p>Delivery Mode: Instructor Led Training (Classroom) Class Name: Preventing Workplace Harassment Course Class ID: 13 Start Date: 13-Aug-2019 09:00 End Date: 13-Aug-2019 12:00 Title Zone: Eastern Time Training Center: Location: Language: English</p> <p>Cancel Apply</p>																																																																																																																																				

5. You will automatically be returned to the Direct Report's **Learner Home** page.
- You can see a **Confirmation** message and the enrollment under the **Enrollments** section.
- Both you and the Employee will receive a **confirmation** by the next day that you have enrolled the employee in the class.

Learner Home | Course Catalog | Learning History

Current Learning | Requested Learning | Enrolled Chats

Search: Class Exact Phrase Advanced Search

Confirmation

You have successfully enrolled in the class Preventing Workplace Harassment Class 2019-08-13.

Employee Name	Chapman, Laura C.	Employee Number	26846
Organization Email Address	noreply@mcoov.org	Business Group	Montgomery County MD

Learning Paths

List of all your active Learning Paths

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
No results found.									

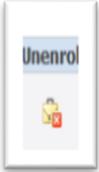
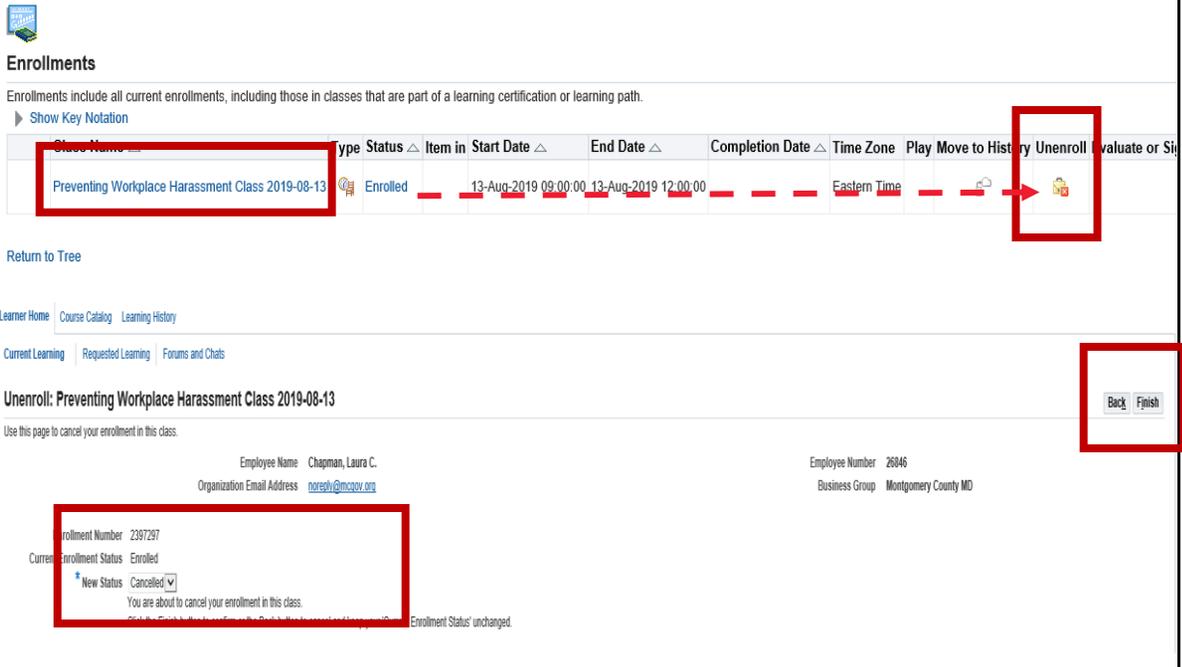
Enrollments

Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.

Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign
Preventing Workplace Harassment Class 2019-08-13		Enrolled		13-Aug-2019 09:00:00	13-Aug-2019 12:00:00		Eastern Time				

[Return to Tree](#)

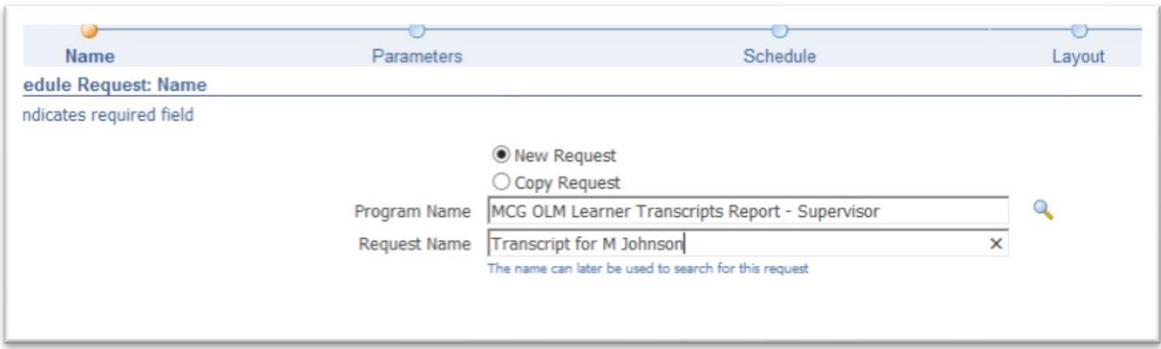
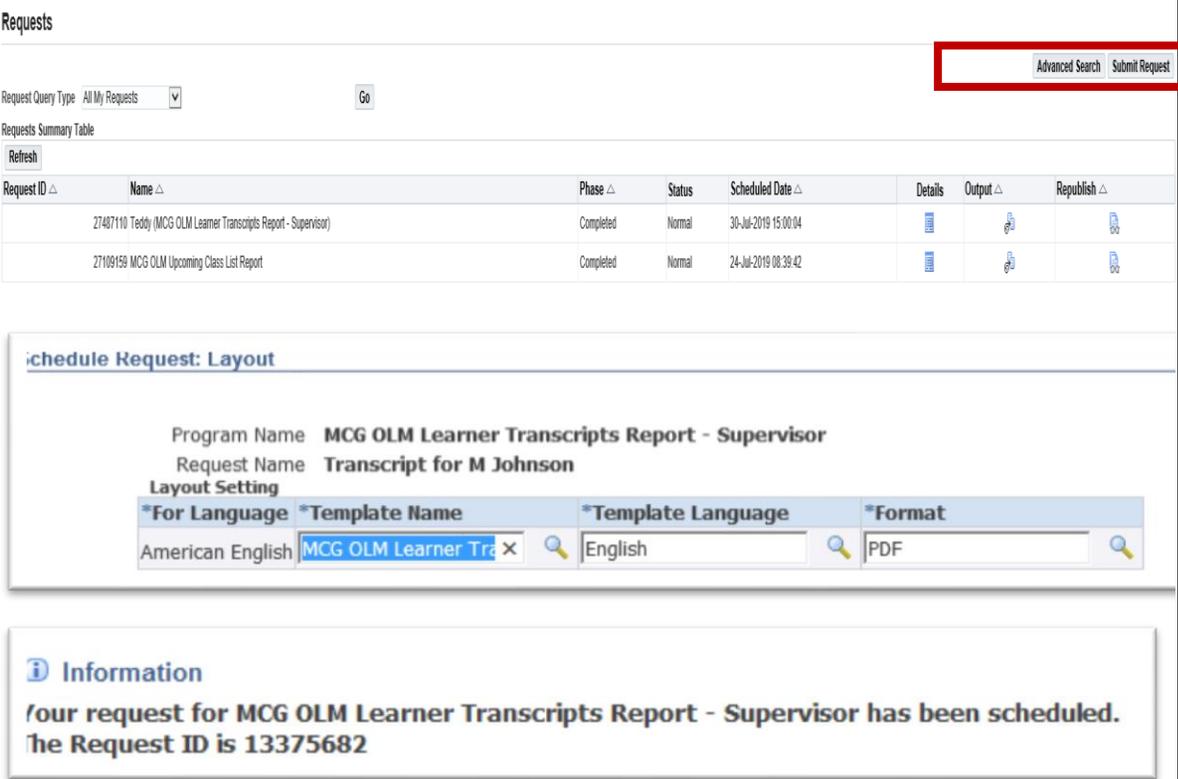
Cancel a Direct Report's Enrollment in a Class

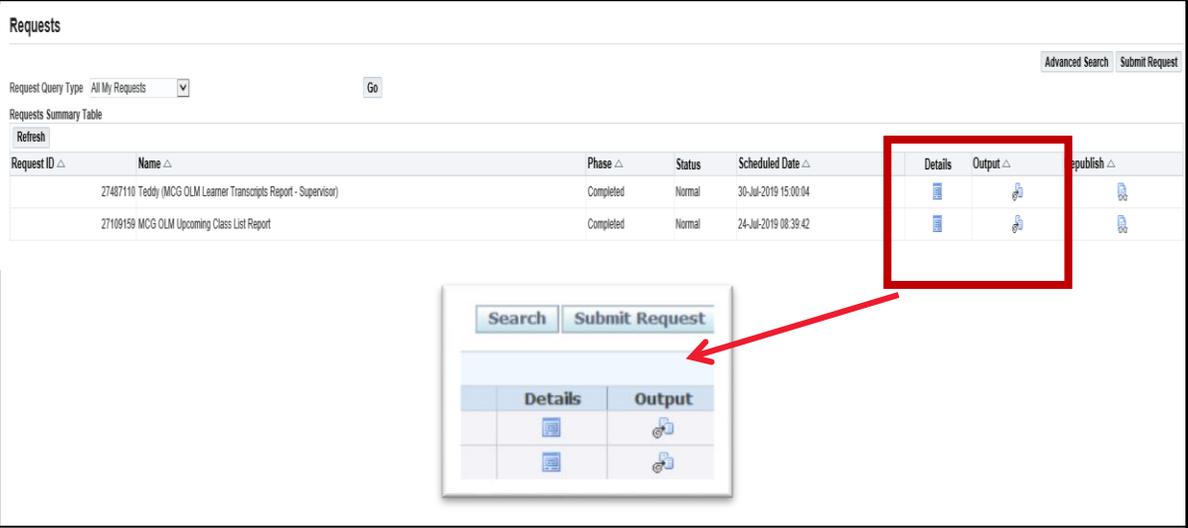
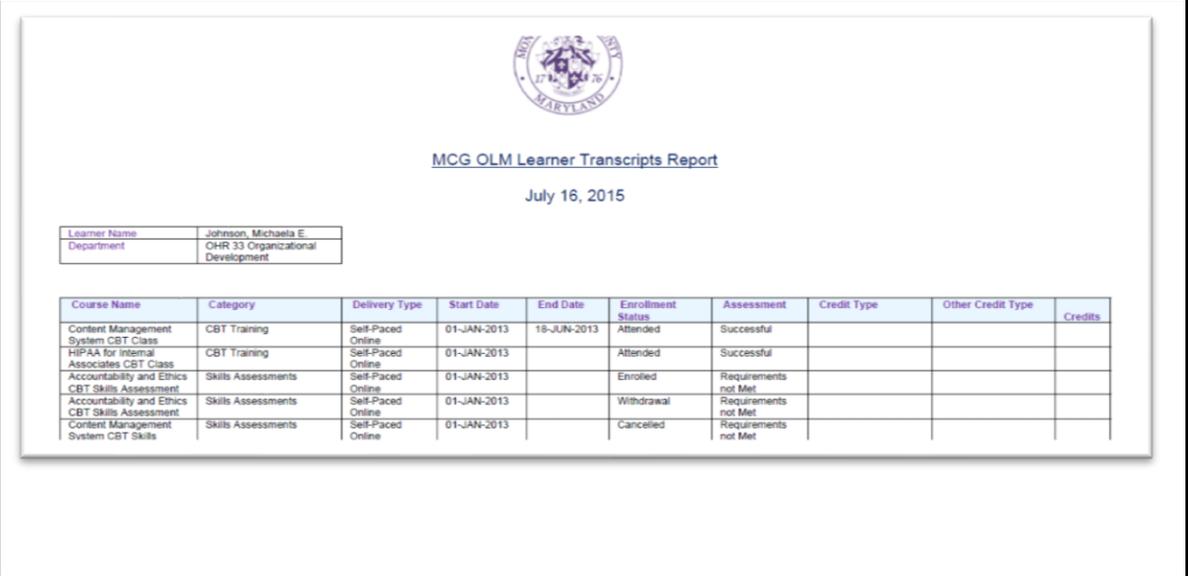
Steps	Action	
1.	Access the Direct Report's Learner Home as described above – See Access Direct Report Learner Home .	
2.	<p>Once on the Learner Home Page:</p> <p>Go the Enrollments section, and locate the class</p> <ul style="list-style-type: none"> Click Unenroll  <p>A new screen will open.</p> <p>Click the New Status drop down arrow.</p> <ul style="list-style-type: none"> It should automatically select Cancelled. Just click Finish. <p>A confirming email will be sent to the employee and to you.</p>	

Print a Transcript for a Direct Report

Step	Action	
1.	Login to the AccessMCG ePortal : https://eportal.montgomerycountymd.gov . Locate the MCG HR Manager Access link in the eBusiness Suite, as described in steps 1 – 3 above – See Access Direct Report Learner Home .	
2.	Click on MCG HR Manager Access .	
3.	Click on Reports <ul style="list-style-type: none"> • Click Submit Reports. 	

Step	Action										
4.	<p>The Search and Select Program screen will open.</p> <p>Enter “m” in the Program Name search box.</p> <ul style="list-style-type: none"> Click Go. <p>Find MCG OLM Learner Transcripts Report – Supervisor.</p> <ul style="list-style-type: none"> Double-click Quick Select. Click Submit. 	<p>Search</p> <p>To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the “Go” button.</p> <p>Search By Program Name <input type="text" value="m"/> <input type="button" value="Go"/></p> <p>Results</p> <table border="1"> <thead> <tr> <th>Quick Select</th> <th>Program Name</th> <th>Application Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>MCG OLM Learner Transcripts Report - Supervisor</td> <td>XXMCG Custom</td> </tr> <tr> <td><input type="radio"/></td> <td>MCG WPM Appraisal Details Report</td> <td>XXMCG Custom</td> </tr> </tbody> </table>	Quick Select	Program Name	Application Name	<input type="radio"/>	MCG OLM Learner Transcripts Report - Supervisor	XXMCG Custom	<input type="radio"/>	MCG WPM Appraisal Details Report	XXMCG Custom
Quick Select	Program Name	Application Name									
<input type="radio"/>	MCG OLM Learner Transcripts Report - Supervisor	XXMCG Custom									
<input type="radio"/>	MCG WPM Appraisal Details Report	XXMCG Custom									
5.	<p>The Request Name box will open.</p> <p>Create a Title for your Report.</p> <p>Enter the Title in the “Request Name” field – such as “<i>Transcript for Employee Name Apr2016</i>”</p> <ul style="list-style-type: none"> Click Continue. 	<p>Schedule Request: Define <input type="button" value="Manage Schedule"/> <input type="button" value="Cancel"/> <input type="button" value="Continue"/></p> <p>Indicates required field</p> <p><input checked="" type="radio"/> New Request <input type="radio"/> Copy Request</p> <p>Program Name MCG OLM Learner Transcripts Report - Supervisor</p> <p>Request Name <input type="text" value="Teddy"/></p> <p>MLS Settings Parameters Layout Notification Print Options Delivery Options Schedule Options</p> <p>Language Settings</p> <table border="1"> <thead> <tr> <th>Language</th> <th>Territory</th> <th>Numeric Character</th> <th>Sort</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>American English</td> <td>United States</td> <td>Binary Sort</td> </tr> </tbody> </table>	Language	Territory	Numeric Character	Sort	<input checked="" type="checkbox"/>	American English	United States	Binary Sort	
Language	Territory	Numeric Character	Sort								
<input checked="" type="checkbox"/>	American English	United States	Binary Sort								
6.	<p>Search and Select Learner Name window will open.</p> <p>Enter the Learner’s (employee’s) Name - last name first.</p> <ul style="list-style-type: none"> Click Go. <p>A list of Direct Reports will appear.</p> <ul style="list-style-type: none"> Find the correct individual Double-click Quick Select. 	<p>Search</p> <p>To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the “Go” button.</p> <p>Search By Learner Name <input type="text" value="Ramet, T"/> <input type="button" value="Go"/></p> <p>Results</p> <table border="1"> <thead> <tr> <th>Quick Select</th> <th>Learner Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Ramet, Tewodros</td> </tr> </tbody> </table>	Quick Select	Learner Name	<input type="radio"/>	Ramet, Tewodros					
Quick Select	Learner Name										
<input type="radio"/>	Ramet, Tewodros										

Step	Action	
7.	<p>You will be returned to the Parameters screen.</p> <p>Double-click Quick Select</p>	
8.	<p>Schedule Request window will open.</p> <p>The window defaults to “as soon as possible”</p> <ul style="list-style-type: none"> Click Submit. <p>Schedule Layout Screen will appear.</p> <ul style="list-style-type: none"> Click Submit. <p>A Confirmation Message will appear, confirming your submittal.</p> <ul style="list-style-type: none"> Click Submit. 	

Step	Action																																																																	
9. .	<p>The report is now ready to be viewed and or printed.</p> <p>A list of your reports will appear.</p> <ul style="list-style-type: none"> • Locate the report you want to run. • Click the Output Icon to the right of the Title. 																																																																	
10. .	<p>The Transcript will open. This report will show all classes since April, 2013.</p> <p>For class records prior to April, 2013, please go to the OHR Training Webpage and click on Transcripts.</p> <p>However, If the employee took training as an outside contractor, intern, etc., it will be included in there external training record. Please contact OLM.Administrator@montgomerycountymd.gov to request a report.</p>	 <table border="1"> <thead> <tr> <th>Learner Name</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>Johnson, Michaela E.</td> <td>OHR 33 Organizational Development</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Course Name</th> <th>Category</th> <th>Delivery Type</th> <th>Start Date</th> <th>End Date</th> <th>Enrollment Status</th> <th>Assessment</th> <th>Credit Type</th> <th>Other Credit Type</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>Content Management System CBT Class</td> <td>CBT Training</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td>18-JUN-2013</td> <td>Attended</td> <td>Successful</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HIPAA for Internal Associates CBT Class</td> <td>CBT Training</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td></td> <td>Attended</td> <td>Successful</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Accountability and Ethics CBT Skills Assessment</td> <td>Skills Assessments</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td></td> <td>Enrolled</td> <td>Requirements not Met</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Accountability and Ethics CBT Skills Assessment</td> <td>Skills Assessments</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td></td> <td>Withdrawal</td> <td>Requirements not Met</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Content Management System CBT Skills</td> <td>Skills Assessments</td> <td>Self-Paced Online</td> <td>01-JAN-2013</td> <td></td> <td>Cancelled</td> <td>Requirements not Met</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Learner Name	Department	Johnson, Michaela E.	OHR 33 Organizational Development	Course Name	Category	Delivery Type	Start Date	End Date	Enrollment Status	Assessment	Credit Type	Other Credit Type	Credits	Content Management System CBT Class	CBT Training	Self-Paced Online	01-JAN-2013	18-JUN-2013	Attended	Successful				HIPAA for Internal Associates CBT Class	CBT Training	Self-Paced Online	01-JAN-2013		Attended	Successful				Accountability and Ethics CBT Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Enrolled	Requirements not Met				Accountability and Ethics CBT Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Withdrawal	Requirements not Met				Content Management System CBT Skills	Skills Assessments	Self-Paced Online	01-JAN-2013		Cancelled	Requirements not Met			
Learner Name	Department																																																																	
Johnson, Michaela E.	OHR 33 Organizational Development																																																																	
Course Name	Category	Delivery Type	Start Date	End Date	Enrollment Status	Assessment	Credit Type	Other Credit Type	Credits																																																									
Content Management System CBT Class	CBT Training	Self-Paced Online	01-JAN-2013	18-JUN-2013	Attended	Successful																																																												
HIPAA for Internal Associates CBT Class	CBT Training	Self-Paced Online	01-JAN-2013		Attended	Successful																																																												
Accountability and Ethics CBT Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Enrolled	Requirements not Met																																																												
Accountability and Ethics CBT Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Withdrawal	Requirements not Met																																																												
Content Management System CBT Skills	Skills Assessments	Self-Paced Online	01-JAN-2013		Cancelled	Requirements not Met																																																												

Need Additional Assistance?

If need additional assistance using this guide or accessing MCG OLM for Contractors and Volunteers, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.